



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

BOARD SECRETARY

Class No. 002754

■ CLASSIFICATION PURPOSE

To perform specialized and confidential secretarial work involving various boards and commissions; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Under administrative direction, positions in these classes serve as secretaries to boards, such as the Cable Television Review Commission; Environmental Review Board; the Board of Planning and Zoning Appeals; and the Zoning Administrator.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Takes minutes of meetings and public hearings.
2. Writes concise minutes summarizing proceedings.
3. Prepares agendas.
4. Transcribes and distributes minutes.
5. Types correspondence, memoranda, reports and other material.
6. Transmits notice of actions taken to appropriate agencies.
7. Maintains files and records and establishes controls to follow-up on action items.
8. Mails materials and places legal advertisements.
9. Independently composes correspondence requiring the application of specialized knowledge of board procedures.
10. Publishes and distributes public notices.
11. Uses judgment in the selection of data and interpretation of policies.
12. Keeps timesheets and mileage for members.
13. Answers inquiries from both county departments and the public regarding procedures and actions.
14. Reserves and sets-up rooms for meetings in various locations.
15. Prepares appeals for hearings.
16. Distributes back-up materials to members, applicants and engineers.
17. Locates tapes and records for the public and members.
18. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Record keeping, reporting and clerical procedures related to board and/or commission meetings.
- General office clerical management procedures and practices.
- A wide variety of typing layouts and formats.
- Filing systems, including alphabetical, chronological, numerical, subject area and tickler.
- Business English including spelling, punctuation, grammar, capitalization and word usage.
- County operations and organizations.
- Basic arithmetic.
- The General Management System in principle and practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Take and transcribe dictation, including record of group discussions such as conferences, committee and board meetings.
- Independently compose correspondence and minutes.
- Establish and maintain effective working relationships with board members, office staff, countywide staff, department-heads, the general public and employee groups.
- Read, understand, follow and explain policy and procedures.
- Proofread and review work for accuracy and completeness.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Operate office equipment including memory typewriters, calculators, copiers, transcribing machines, tape recorders, word processors and computers.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Certificate of completion of a clerical/secretarial curriculum from a junior college and/or business school, and at least three (3) years of increasingly responsible clerical experience, OR
2. Five (5) years of experience at the level of an Administrative Secretary II or equivalent. Experience must have included taking and transcribing minutes, composing agendas, working with committee chairs and staff, maintaining committee files, placing public notices, maintaining calendars, composing correspondence which requires application of specialized knowledge of Board or Committee procedures, and reserving and setting up rooms for meetings.

Note: Familiarity with legal procedures is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, copiers, and tape recording equipment. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An original unaltered typing certificate (no photocopies) for at least 60 net words per minute with a maximum of 5 errors. The typing test must be for at least five minutes with 2 gross words penalty for each error and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Working Conditions

Office environment; exposure to computer screens. Occasional evening hours may be required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: September 11, 1980
Reviewed: Spring, 2003
Revised: June 14, 2004
Revised: March 31, 2006